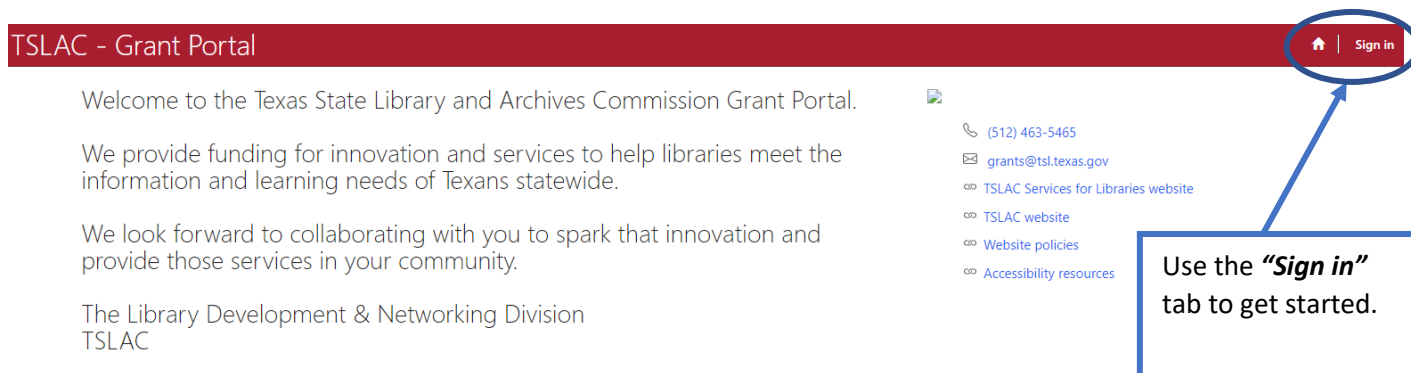


# How to apply for the TSLAC REFORMA Scholarship

## Step 1: Log into your account.

- Navigate to the [Texas State Library and Archives Commission Grant Portal](https://grants.tsl.texas.gov) webpage: <https://grants.tsl.texas.gov>
- Log into the portal by selecting the **"Sign In"** button.
- You will need an active username and password in TSLAC GMS to apply for this scholarship opportunity. If you do not have a TSLAC GMS account, please email Bethany Wilson, Grants Administrator at [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov) to request an account.



## Step 2: Complete the REFORMA Scholarship Application.

- Under the Grants Tab, select the option to **"Start a New Grant."**
- Fill in the information under the General Section.
- Title your Project Title as **"REFORMA Scholarship."**
- Select **"REFORMA Scholarship Program"** as the Grant Program.
- Select **YOURSELF** as the Project Manager.
- Then, **"Save"** your application by selecting the **"Save"** button at the bottom of the page.

The screenshot shows the "Grant" application form, specifically the "General" section. The form fields are: "Applicant Organization" (empty), "Project Title \*" (filled with "REFORMA Scholarship"), "Grant Program \*" (filled with "REFORMA Scholarship Program"), and "Project Manager \*" (filled with "Choose yourself as the project manager"). Each of the last three fields has a red "x" and a magnifying glass icon to its right. A blue arrow points from a text box to the "Save" button at the bottom. The text box contains the instruction: "Save your application once you have completed this page." Another blue arrow points from a text box to the magnifying glass icons next to the "Grant Program" and "Project Manager" fields. The text box contains the instruction: "Use the 'launch lookup modal' to fill in the Grant Program and Project Manager fields."

### Step 3: Complete Narrative Section

Under the Narrative section, complete the empty fields.

- **Program Partners and Program Abstract:**
  - Enter the following for “**Program Partners: N/A.**”
  - Enter the following for “**Program Abstract: REFORMA Scholarship Program.**”

#### Narrative

##### Program Partners

N/A

Enter “**N/A**” for Program Partners.

##### Program Abstract

REFORMA Scholarship Program

Enter “**REFORMA Scholarship Program**” for Program Abstract.

**NOTE:** The most important part of your application are the answers to the following questions! Please review the rubric on pages 7-9 of the [REFORMA Scholarship Notice of Funding Opportunity](#) before you begin answering these questions.

- **Criterion 01 (25 points):** Use the section titled “**Answer 01**”, to provide details about the community (audience) you serve:
  - Include information about your library's population and demographics.
  - Describe any unique needs facing the Spanish-speaking community your library serves.

#### Criterion 01

Provide details about the community (audience) you serve:

-Include information about your library's population and demographics.

-Describe any unique needs facing the Spanish-speaking community your library serves.

#### Criterion 01 Points

25

#### Answer 01

Enter your response to “**Criterion 01**” in “**Answer 01**” section.

- **Criterion 02 (25 points):** Use the section titled “**Answer 02**”, to provide details about the impact attending the conference will have on library services and users:
  - Provide details on how attendance at the 2021 REFORMA National Conference will better equip you to support your library's Spanish-speaking community.
  - Provide examples of programs or services designed for Spanish-speakers that the library wishes to improve, begin, or learn about by attending the 2021 REFORMA National Conference.

#### Criterion 02

Provide details about the impact attending the conference will have on library services and users:

- Provide details on how attendance at the 2021 REFORMA National Conference will better equip you to support your library's Spanish-speaking community.
- Provide examples of programs or services designed for Spanish-speakers that the library wishes to improve, begin, or learn about by attending the 2021 REFORMA National Conference.

#### Criterion 02 Points

25

#### Answer 02

Enter your response to “**Criterion 02**” in “**Answer 02**” section.

- **Criterion 03 (25 points):** Use the section titled “**Answer 03**”, to provide a summary of the applicant’s interest and how they will benefit from attending the 2021 REFORMA National Conference:
  - Describe personal interest in serving Spanish-speaking library community members.
  - Describe how attendance at the 2021 REFORMA National Conference will support the long-term goals of the applicant. If attending the Leadership Institute, also describe how attending the pre-conference will support the applicant’s long-term leadership goals within librarianship.

#### Criterion 03

Provide a summary of the applicant’s interest and how they will benefit from attending the 2021 REFORMA National Conference:

- Describe personal interest in serving Spanish-speaking library community members.
- Describe how attendance at the 2021 REFORMA National Conference will support the long-term goals of the applicant. If attending the Leadership Institute, also describe how attending the pre-conference will support the applicant’s long-term leadership goals within librarianship.

#### Criterion 03 Points

25

#### Answer 03

Enter your response to “**Criterion 03**” in “**Answer 03**” section.

- **Criterion 04 (25 points):** Use the section titled “**Answer 04**”, to describe who will attend the 2021 REFORMA National Conference.
  - Include how long applicant has worked in libraries.
  - Include if applicant is bilingual in Spanish and describe level of Spanish language proficiency (advance/intermediate/beginner in reading, writing, and speaking).
  - Include the number of REFORMA National Conferences previously attended.

**Criterion 04**

Describe who will attend the 2021 REFORMA National Conference.

-Include how long applicant has worked in libraries.

-Include if applicant is bilingual in Spanish and describe level of Spanish language proficiency (advance/intermediate/beginner in reading, writing, and speaking).

-Include the number of REFORMA National Conferences previously attended.

**Criterion 04 Points**

25

**Answer 04**

Enter your response to “**Criterion 04**” in “**Answer 04**” section.

- **Criterion 05 (0 points):** Use the section titled “**Answer 05**”, to answer the following:
  - Indicate if the applicant is a current REFORMA member.
  - Include the cost of 2021 REFORMA National Conference Registration.
  - Indicate if you are interested in attending the full-day Leadership Institute.

**Criterion 05**

-Indicate if the applicant is a current REFORMA member.

-Include the cost of 2021 REFORMA National Conference registration.

-Indicate if you are interested in attending the full-day Leadership Institute.

**Criterion 05 Points**

0

**Answer 05**

Enter your response to “**Criterion 05**” in “**Answer 05**” section.

## Step 4: Complete the Budget Section.

The only section you will complete is the “**SERVICES**” Section. For everything else, leave as is or enter “*n/a*”

- In the section “**SERVICES**”, put \$400 into the “**SERVICES**” field.
- In the “**Services Description**” section, type “**Registration fees**”:

Services	Services Other Funds	Total Services
\$ 400	\$ 0	\$400.00

Services Description
Registration Fees

Total Direct Costs	Total Direct Other Funds	Total Direct Total Costs
\$400.00	\$0.00	\$400.00

Base
\$ 0

Indirect Rate (0.00-1.00)
0.0000

Indirect Costs
\$0.00

The only two sections you need to complete in the Budget Section are “**Services**” and “**Services Description**”.

For everything else, leave as is or blank.

## Step 5: Add Documentation

- You will need to attach the following documents before you submit your application:
  - Application certification form signed by a governing authority.
    - At the top of the page, print out form in GMS, get signatures, then upload in GMS. You can find a button at the top of your GMS application that will take you to your application certification form.

### Grant

[Print Grant Application](#)

[Application Certification \(Signature\) Form](#)

### General

#### Applicant Organization

Texas State Library & Archives Commission

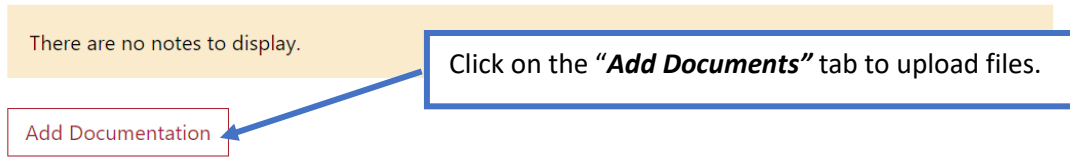
#### Project Title \*

REFORMA Scholarship

Print “**Application Certification (Signature) Form**” found at the top of the application page.

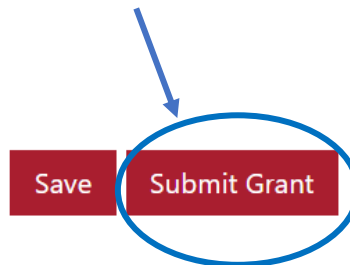
- Letter(s) of support of participation by a governing authority (can be from supervisor or library director).

### Additional Documentation and Comments



## Step 6: Submit Application

- The final step is to submit your application.
- At the bottom right corner of the page, use the “**Submit Grant**” tab to submit your REFORMA Scholarship Application.



## Need Help?

If you need assistance with the application process or have further questions, please contact Laura Tadena, Equity and Inclusion Consultant, Program Coordinator at [ltadena@tsl.texas.gov](mailto:ltadena@tsl.texas.gov), or Bethany Wilson, Grants Administrator at [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov).

The preferred method of application for the REFORMA Scholarship is through TSLAC GMS. You will need an active username and password in TSLAC GMS to apply for this scholarship opportunity. If you do not have a TSLAC GMS account, please contact Bethany Wilson, Grants Administrator at [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov).

Alternatively, applicants may request paper copies of materials if necessary due to difficulty using the Internet or other accessibility reasons from Laura Tadena, Equity and Inclusion Consultant, by email at [ltadena@tsl.texas.gov](mailto:ltadena@tsl.texas.gov).

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